

<p style="text-align: center;">Department of Administrative Services Division of Fleet Operations Policies and Procedures</p>	<p>Effective Date: 00/00/0000 Revision Date: 00/00/00</p>
<p>Subject: State Surplus Property Disposal</p>	

A. Purpose

- 1) The purpose of this policy is to provide guidelines based on Utah Code and Administrative Rules to State agencies that intend to surplus State personal property.
- 2) Reference Admin. Rule R28-1-1 Through -9

B. Policy & Procedures

- 1) All State agencies as defined in Utah Code 63A-9-801 are required to dispose of State owned personal property through the State surplus agency as follows:
- 2) All State personal property being disposed of by the agency, including transfers, trade-in or potential scrap must be submitted/process or approved by USASP prior to taking any action.
- 3) When submitting a SP-1 to USASP, be sure all special instructions are noted on the SP-1 or included as an attachment.
- 4) Trade-in: need vendor documentation supporting transaction
- 5) Transfer: Note all items to be transferred [agency to agency only], where transferred to [Dept., Org, Agency #] Transfer procedure is not used to move property to non-state entities, non-profits or charities. Any consideration agreed upon [price, trade, future consideration, or gratis]
- 6) Scrap items are handled on a case-by-case basis [USASP discourages throwing property in agency trash due to past indiscretions of personnel & news media coverage of same] In addition, electronic and electrical items are considered hazardous waste and must be disposed of legally.
- 7) Agency computers may be donated directly to public schools [only]. However, a SP-1 must be submitted to USASP prior to donation. Special requirements: The school of choice must not have received a previous donation from any State agency within the past 12 months. A letter of request for donation must accompany the SP-1. The letter must be on school letterhead, signed by principle or head of school. No more than 10 computers per school donation to ensure all schools have opportunity to receive donations.
- 8) All State personal property being surplus is first made available to other agencies, schools, libraries, and other government entities before public sales [per Utah code]. Employees of the State may purchase during public sales offering only.
- 9) State personal property designated as surplus or excess to agency requirements cannot be destroyed, sold [internally/externally], transferred or traded by the agency directly except where specifically exempted by Utah code.
- 10) State employees may purchase items from Surplus Property (any item). However, we do have a "conflict of interest policy" in place. That policy prohibits any employee from buying an item that was sent to Surplus Property by the employee's agency until after the item has been at Surplus Property for a period of 30 days. After 30 days, you may purchase an item sent from your agency. This policy applies to all state employees ... you may, however, purchase an item immediately if the item was sent to Surplus Property by any other agency than your own. The purpose of this policy is to ensure that unethical acts or acts of fraud, waste or abuse are eliminated to the extent possible.